UNITED
NATIONS

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Secretariat

ST/IC/1996/69
27 November 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: WORLD AIDS DAY - 2 DECEMBER 1996

1. An observance of World AIDS Day will take place in the General Assembly Hall on 2 December 1996 from 3 to 4 p.m. Under the auspices of the President of the fifty-first session of the General Assembly and co-sponsored by the Department of Public Information of the Secretariat, the Joint United Nations Programme on HIV/AIDS (UNAIDS) and the American Foundation for AIDS Research (AmFAR), the programme has the theme "One world. One hope". The President of the General Assembly will preside over the meeting and deliver his message for the day. The Secretary-General has also been invited to deliver his annual World AIDS Day message. Speakers include actress Elizabeth Taylor, Founding National Chairman, AmFAR; television host Cristina Saralegui, National Council Member, AmFAR; Martina Clark, NGO/PWA Liaison Officer, UNAIDS; Noerine Kaleeba, Community Mobilization Adviser, UNAIDS; and Marina Mahathir, President, Malaysian AIDS Council and Chairman, Malaysian AIDS Foundation.

2. World AIDS Day was established on 1 December 1988 by the World Health Organization, and its annual observance was mandated by the General Assembly in its resolution 43/15 of 27 October 1988. Supervisors are encouraged to release their staff members to attend this event and to attend themselves, bearing in mind the needs of the service, in particular those related to the General Assembly. All supervisors are asked to exercise maximum flexibility to allow the greatest staff participation possible.

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UNITED NATIONS **ST**

Secretariat

ST/IC/1996/70
3 December 1996

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN*

1. The After-School Recreation and Study Programme is open to 5- to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent board of trustees, the Programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 26 years ago to assist working parents who were not in a position to provide after-school care for their young children, the Programme enjoys limited subsidies that make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the Programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The spring 1997 semester will run from Monday to Friday, beginning on Monday, 3 February 1997, from 3.15 p.m. to 5.45 p.m. Although transportation will be provided from the United Nations International School building at 25th Street to the DC-2 building, 45th Street entrance (330 East 45th Street), other arrangements will have to be made for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it no later than 20 January 1997 to room DC2-839.

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* Personnel Manual index No. 13000.

5. Staff members are invited to enrol their children between the ages of 5 and 11 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3.8730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME
FOR UNITED NATIONS CHILDREN

Spring semester 1997

Renewal ☐

New application ☐

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 5.45 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

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* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.

UNITED NATIONS **ST**

Secretariat

ST/IC/1996/71
4 December 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

1. In accordance with administrative instruction ST/AI/417 of 26 August 1996 and its addendum of 17 October 1996, the following information is provided on the format and procedures for the competitive examination for promotion to the Professional category of staff members from other categories to be held from 27 to 31 January 1997. As noted in that instruction, the following occupational groups have been selected:

(a) Administration, which covers work such as that of administrative officers, personnel officers, budget officers and project management officers;

(b) Economics, which covers work such as that of economists, specialists in transnational corporations and specialists in industrial development;

(c) Public Information, which covers work such as that of information officers and press officers;

(d) Security, which covers work such as that of security and safety officers;

(e) Social Affairs, which covers work such as that of social welfare and humanitarian affairs officers.

A. Written examination

2. The written examination accounts for 80 per cent of the total number of points available for each occupational group and consists of two parts: a general paper (four hours) and a specialized paper (four hours) related to the occupational group concerned. An examination booklet will be distributed to the candidates at the beginning of each part of the written examinations. The examination must be written with dark blue or black pen only in the designated parts of each booklet.

3. Part I, the general paper, comprises three sections with a total coefficient of 30 per cent:

(a) Section 1 will test candidates' ability to analyse a problem. This section consists of a text and questions based on the text. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(b) Section 2 consists of a text of a speech or a report. Candidates will be asked to summarize the text, reducing it to approximately one third of its length. The summary will be evaluated for comprehension, accuracy and clarity of thought. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(c) Section 3 deals with questions on international relations. Candidates may choose any 10 among 12 questions offered. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination.

4. Part II, the specialized paper, which tests substantive knowledge of the occupational group concerned, normally consists of 3 essay-type exercises and 10 short-answer type questions. All essays and questions are mandatory. The total time recommended for this part is four hours and it has a coefficient of 50 per cent of the marks assigned to the examination.

5. As stated in paragraph 24 of administrative instruction ST/AI/417, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requirement of proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section 2 (drafting test) in either English or French. Alternatively, candidates may elect to take the entire written examination (parts I and II) in a working language of a commission other than English or French and sit for a special language test in either English or French. This test consists of two parts covering, respectively, reading and writing abilities. The duration of the test is 2 hours and 30 minutes. Candidates who have not demonstrated proficiency in one of the working languages of the Secretariat (English or French) in the special language test or in the drafting test will be considered as not having met the standard required in the examination.

6. The exact time of the examinations will be adjusted for each examination centre, taking into account the various time zones, and will be communicated to each candidate. Candidates should arrive at the examination room in each centre

at least half an hour in advance of the scheduled starting time and have with them a United Nations identification document, their convocation letter and pens.

7. The written examinations will be held at the designated examination centres for the occupational groups mentioned in paragraph 1. The tentative schedule is as follows:

General paper	29 January 1997
Administration	28 January 1997
Economics	27 January 1997
Public Information	31 January 1997
Security	to be announced
Social Affairs	30 January 1997
Special language test	to be announced

The final schedule will be reflected in the convocation letters which will be sent to each candidate.

B. Oral examination

8. Candidates may be convoked for an oral examination in accordance with paragraph 14 (b) of administrative instruction ST/AI/417. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

9. The oral examination is scheduled to be held in May/June 1997.

10. The oral examination will comprise two separate exercises: an oral presentation and a group exercise. The oral examination will constitute 20 per cent of the marks of the examination process. The oral presentation will account for 8 per cent of the points assigned to the oral examination, and the group exercise will account for 12 per cent of those points. The weight of the four performance dimensions measured by the group exercise, i.e., initiative, adaptability, negotiating skills and potential for leadership, will be equally distributed, with each performance dimension accounting for 3 per cent of the weight for the group exercise.

Oral presentation

11. For all occupational groups, the standardized format of the oral presentation will include a 10-minute presentation of a general nature on a topic broadly related to the occupational group concerned. Each candidate will draw two topics at random from a selection prepared in advance and choose one of the topics. The candidate will then have 15 minutes to prepare an oral presentation on the selected topic. Following the presentation, the Board of Examiners will have an opportunity to ask three questions for clarification or amplification of any of the points made by the candidate. After the

presentation and related questions, the Board will ask five other questions of a general nature also broadly related to the occupation and two questions for clarification or amplification of any points made during the five additional questions.

12. The presentation and responses to questions of the oral presentation will be evaluated in accordance with a rating scale designed to assess the candidate's ability to comprehend topics and questions, to communicate with others and to present and illustrate with examples his or her views in a clear, logical and understandable way. In order to ensure consistency, the marking will be done separately by each member of the board immediately after each oral presentation and without relation to the grading of the written examination.

Group exercise

13. The group exercise is a leaderless group, non-assigned role exercise. As designed for the oral examination, it will measure the performance dimensions of initiative, adaptability, negotiating skills and potential for leadership. Candidates will be assigned to groups ranging in size from three to six members.

14. The group exercise is a problem-solving exercise, in which a scenario describing a series of problems is presented to the group. The group is allowed a specified length of time to analyse and discuss the problems. The members must arrive at a solution to each problem presented in the exercise as a group, through group discussion. Once the solutions have been reached, depending upon the specific requirements of the exercise, a presentation/discussion/report will be generated to be presented to the board members.

15. Groups may be constituted of candidates drawn from one or several occupational groups.

16. If a candidate is convoked at the oral examination in two occupational groups, scores obtained in the group exercise portion of the oral examination will be applied to both occupational groups.

Group exercise rating process

17. Candidates participating in the group exercise will be evaluated by a special board made up of members who have received full training in the group exercise methodology. The training will focus on teaching the members to identify, observe, assess, rate and record specific behaviours related to the above-mentioned performance dimensions.

18. During the group exercise itself, the board members will be observing the behaviour of each member in the group, relative to the performance dimensions, and making notes on each candidate's behaviour.

19. Upon completion of the exercise, the board members will rate, on predetermined scales, the behaviour of each candidate according to the appropriate performance dimensions.

20. The board members will discuss their ratings and, where discrepancies in ratings occur, will reconcile the ratings. After reconciliation takes place, a total score will be calculated on the basis of the reconciled ratings.

Use of languages

21. Candidates may make the individual oral presentation in English, in French or in one of the working languages of the regional commissions other than English or French. In the group exercise candidates must converse in either English or French. Language will be taken into consideration when constituting groups for the group exercise.

UNITED NATIONS **ST**

Secretariat

ST/IC/1996/72
6 December 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: STAFF PERFORMANCE APPRAISAL*

1. As the Organization has reached the mid-point of the first year of full implementation of the performance appraisal system (PAS), the attention of all staff is drawn to the relevant provisions of administrative instruction ST/AI/411.

2. Primary responsibility for the timely execution of the PAS, including completion of the PAS forms, rests with the supervisor. However, it is in the interest of each staff member to cooperate fully by providing in a timely manner a draft individual work plan, and by being available for scheduled discussions with the supervisor for the mid-year review and the year-end appraisal. Staff members are reminded that they and supervisors are accountable for timely compliance and execution of the PAS process, and that supervisors must proceed and finalize the forms even when it is not possible to obtain the input of the staff member concerned.

3. It is extremely important that there be no period during which the performance of a staff member is not appraised. A gap in the performance record may lead to problems at a later date when placement or promotion opportunities arise. Accordingly, all performance evaluation reports must be completed up to the implementation date of the PAS. Heads of departments and offices have been requested to finalize all outstanding performance evaluation reports no later than 31 December 1996.

4. The continued cooperation of all staff in the introduction of the new PAS system is much appreciated.

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* Personnel Manual index No. 12015.

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